## MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Internet Services	
Policy Number: CUP 10	Standards/Statutes: ARM 37.27.120
Effective Date: 01/01/02	Page 1 of 2

## **PURPOSE:**

This policy applies to all Montana Chemical Dependency Center employees and Montana Chemical Dependency Center contractors using a State computer. This policy does not apply to public access computers, and students/employees of the Montana University Systems who are employed by the System and are not full time employees.

## **POLICY:**

The State provided Internet, intranet and related services are to be used for: the conduct of State and local government business and delivery of government services; transmitting and sharing of information among governmental, research, and educational organizations; supporting open research and education in and between national and international research and instructional institutions; communicating and exchanging professional information; encouraging debate of issues in a specific field of expertise; applying for or administering grants or contracts; announcing requests for proposals and bids; announcing new services for use in research or instruction; and conducting other appropriate State business.

## **PROCEDURE:**

The State provided Internet, intranet and related services are not to be used for: 1) "for-profit" activities, 2) "non-profit" or public, professional or service organization activities that aren't related to an employee's job duties, or 3) for extensive use for private, recreational, or personal activities. Employees should not have expectations of privacy for Internet use. Information Systems Technicians, management, and Department of Administration personnel can monitor Internet usage for planning and managing network resources, performance, troubleshooting purposes, or if abuses are suspected.

COPYRIGHT LAWS -Montana Chemical Dependency Center employees must honor copyright laws regarding protected commercial software or intellectual property. Duplicating, transmitting, or using software or other electronic property not in compliance with license agreements is considered copyright infringement. Montana Chemical Dependency Center employees are not to make copies of any copyrighted

materials without the full legal right to do so. Unauthorized use of copyrighted materials or another person's original writings is considered copyright infringement. Staff members on the Internet without permission may not transmit copyrighted materials belonging to others. Users may download copyrighted material from the Internet, but its use must be strictly within the agreement as posted by the author or current copyright law. In addition, copyrighted Montana Chemical Dependency Center/State information used on web sites must be clearly labeled as such.

The Internet has been provided to Montana Chemical Dependency Center employees for the benefit of the agency and their customers. Every Montana Chemical Dependency Center employee has the responsibility to maintain and enhance the Montana Chemical Dependency Center's public image and to use the Internet in a productive manner. To ensure these standards are being met, the following guidelines have been established for assisting agencies in developing their agency business use policies for the Internet, Intranet and related services. "Don't say, do, write, view, or acquire anything that you wouldn't be proud to have everyone in the world learn about if the electronic records are laid bare."

The Montana Chemical Dependency Center should be in compliance with existing Statewide and agency laws, rules and policies.

Revisions:				
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